

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
November 15, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, November 15, 2017 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Heck, Secretary Smith, Commissioner Merten, Commissioner Petersen and Manager Eileen Olson.

Minutes from the regular monthly meeting held October 19, 2017, were reviewed and approved as written with a motion by Heck, seconded by Merten, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of October 31, 2017. (See statement balance sheet). The fiscal yearend audit has been started.

OCCUPANCY REPORT: Manager Olson reported 44 on the waiting list for one bedroom units and 11 for two bedroom units.

BUILDING AND MAINTENANCE: Paul Schwartz to install 8 trees for \$4,450.00. There was a motion to proceed by Merten and seconded by Peterson and carried unanimously.

Resident safety meeting to be held in early December.

Eleven attic fans have been installed this month by Mathers. Kuchenbecker Electric did the power connections.

COMMUNICATION: Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

NEW BUSINESS: The Board reviewed several resumes for the manager position and two interviews were held.

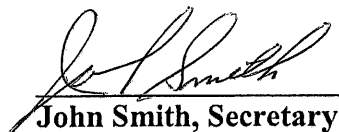
Olson & Lapp attended the annual housing conference in Wisconsin Dells.

RESIDENT COMMENTS: Discussion on tenant who has been reported missing.

UNFINISHED BUSINESS: None

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 7:30 P.M. The next monthly meeting is tentatively scheduled for December 20, 2017 at 6:00 p.m.



John Smith, Secretary